



Teams: Re-Occurring Calendar Meeting (Computer)

Center for Innovation in Teaching and Learning

This document outlines the steps for creating a re-occurring meeting in your Microsoft Teams calendar.

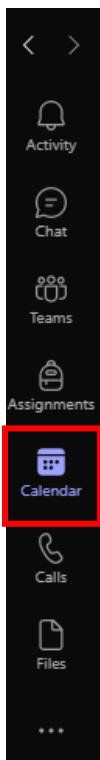
Re-occurring Calendar Meetings

Re-occurring calendar meetings can be a helpful tool for office hours, or scheduled weekly events like class times or committee meetings.

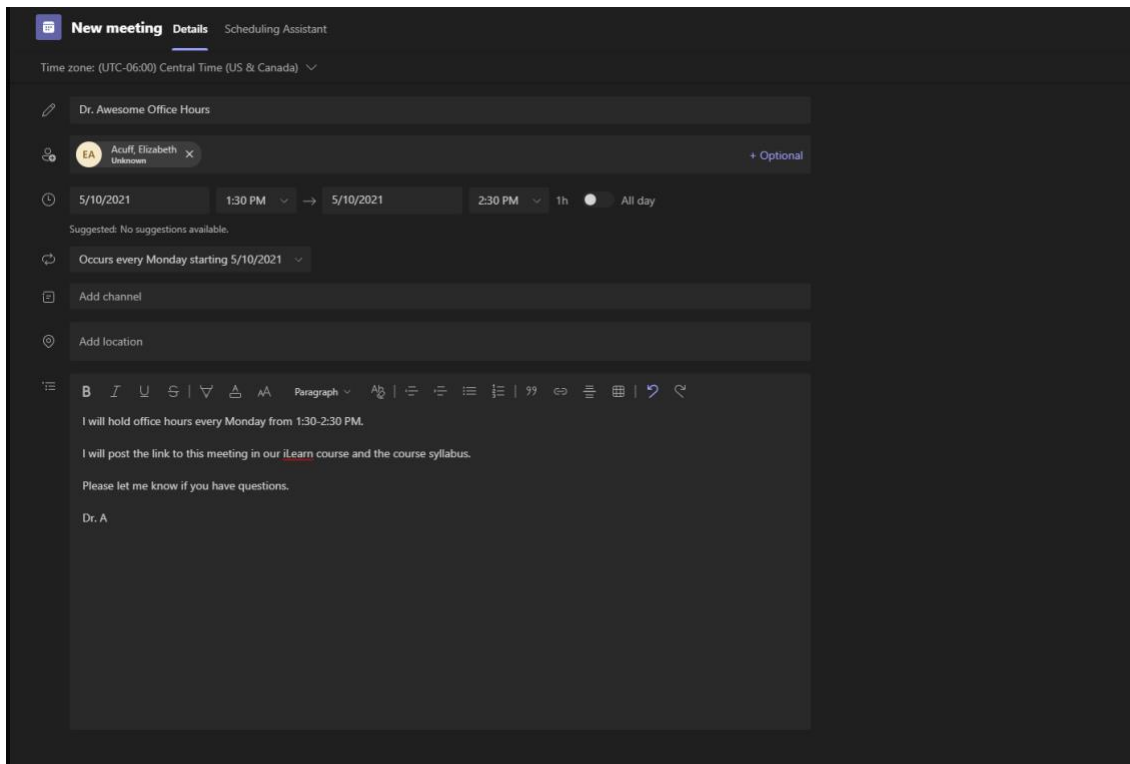
Creating Your Meeting

Once you have logged in to Teams, you can create your meeting from the calendar function.

1. Go to the calendar icon in the menu bar on the left-hand side.

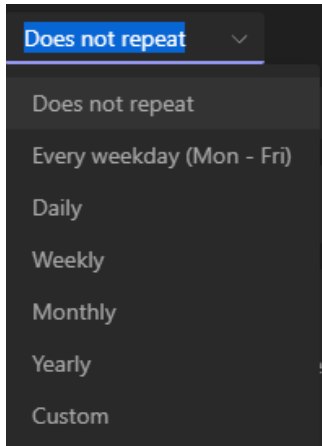


2. Select the **day** and **time** you want your meeting to take place.
3. *Add meeting details.* If you are creating the event for office hours, or to be able to use the link to invite a rotating group or individuals, you can add yourself as the only required attendee. If you are setting up a re-occurring meeting where the same people will join each week, you can add those individuals as well.
NOTE: If using this event for office hours, or one-on-one settings, we recommend only adding yourself as a required attendee. Once you add individuals as required, they will always see the chat and get notifications for this meeting.



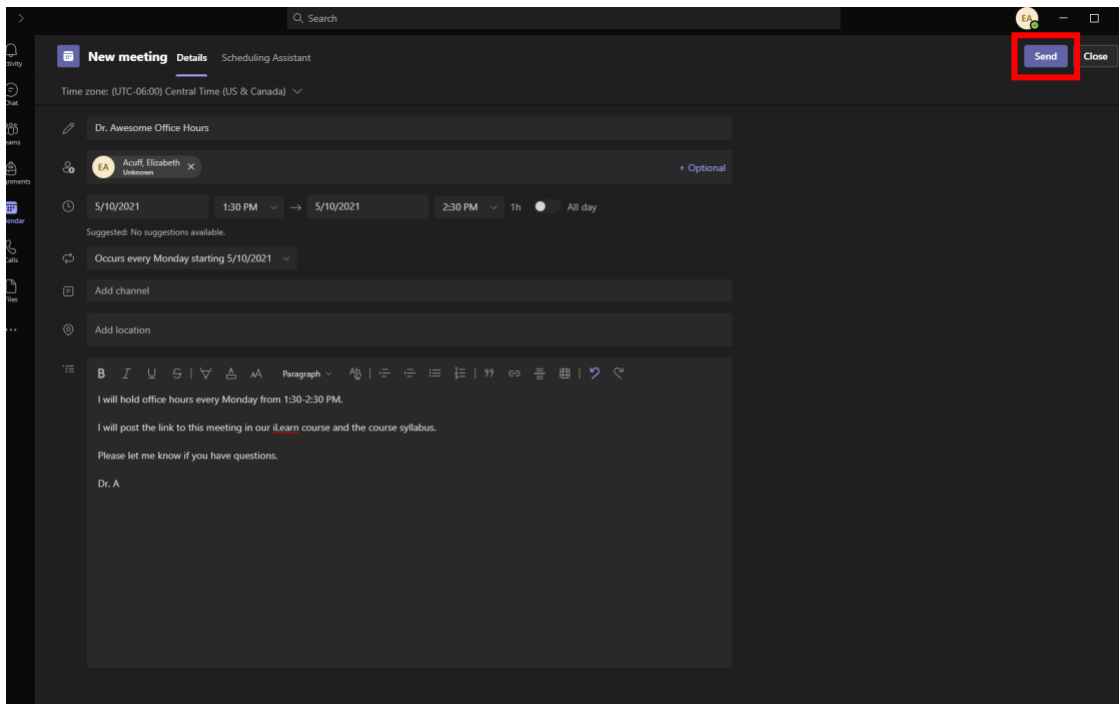
NOTE: We recommend creating a meeting description that is applicable for all of the re-occurring meetings, and not specific to an individual event.

4. Select how often you want the event to be re-occurring.



NOTE: You will need to change the end date to the appropriate date for the last time your re-occurring meeting will occur.

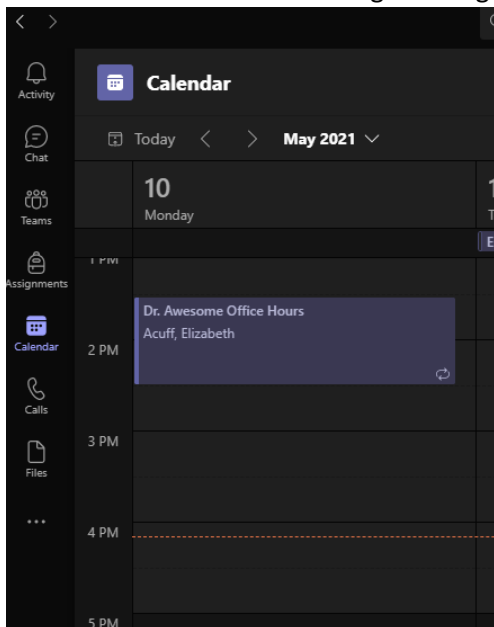
5. Select **Send**.



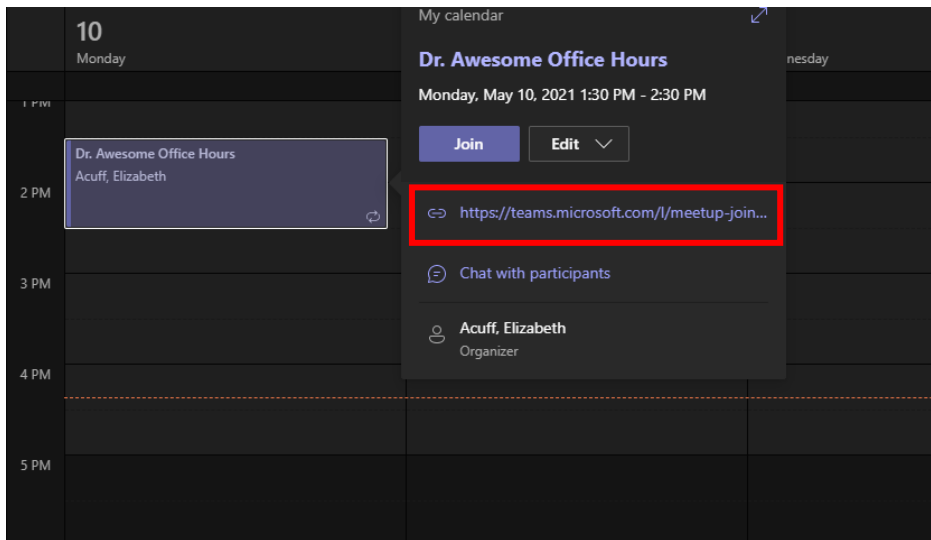
Sharing Your Re-Occurring Meeting

To get a link to the meeting, go to your Teams calendar.

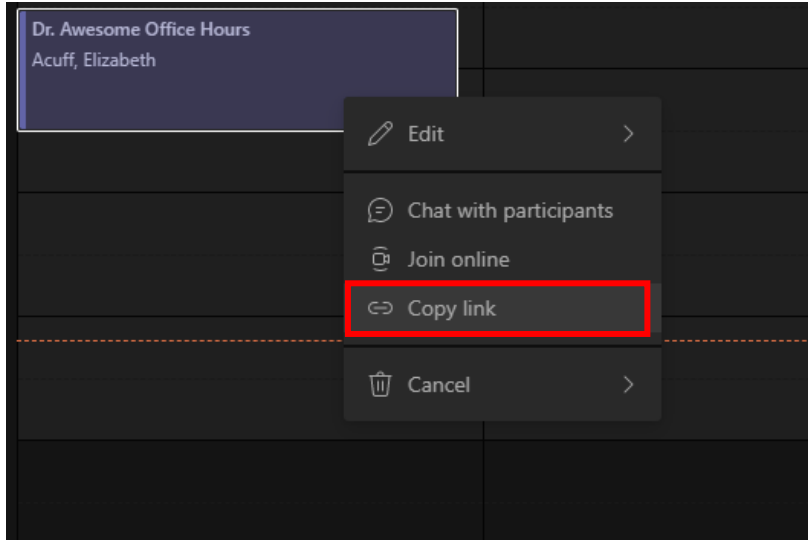
1. Find the scheduled re-occurring meeting.



2. Click on the meeting.



3. Copy and paste the link.
4. Or, right-click on the meeting and select **Copy Link**.



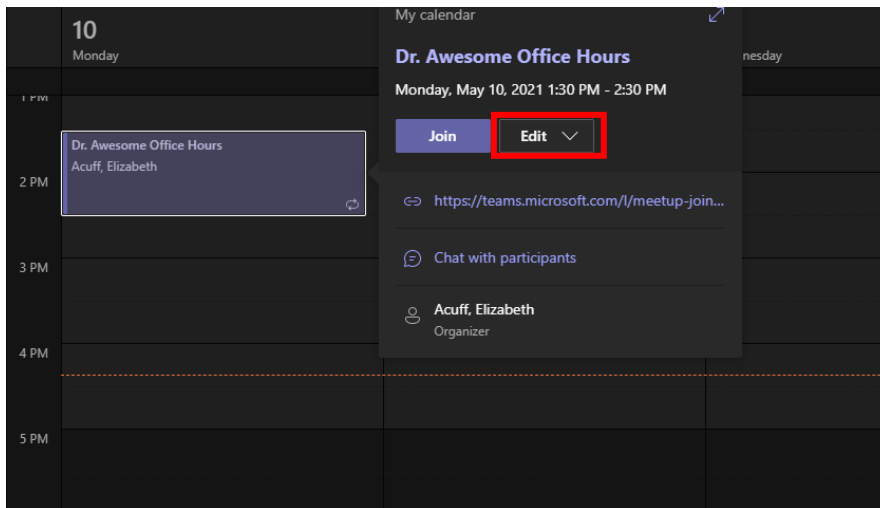
5. You can now paste the link to in an announcement in iLearn, your course syllabus, or wherever needed.

Editing Your Re-Occurring Meeting

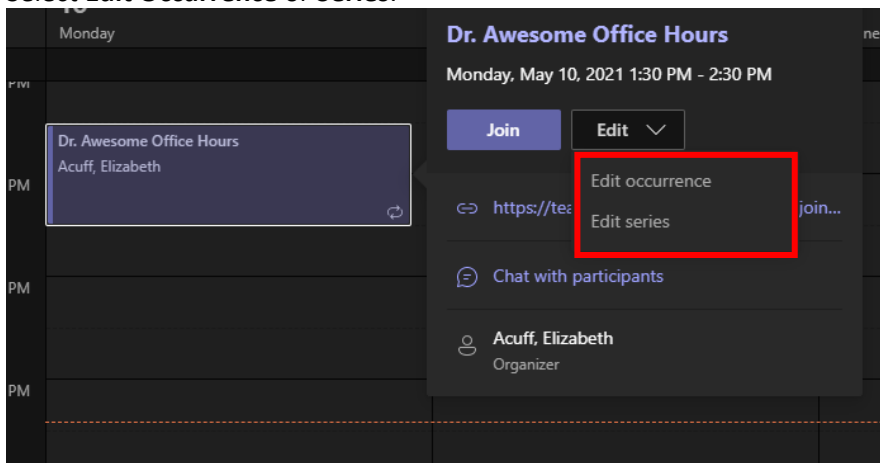
If you need to edit your meeting, you can do so to either one specific occurrence or the entire series. For instance, if you wanted to move your office hours for the entire semester, you would select “Edit > Series” but if you simply wanted to cancel one meeting due to illness you would select “Edit > Occurrence.”

Editing

1. Select the meeting in your Teams calendar.
2. Right-click and select **Edit** or click on the meeting and select **Edit**.



3. Select **Edit Occurrence or Series.**



4. Make your changes.

5. Select **Send.**

